

**DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION
New Connection Service**

**INFORMATION REQUIRED FOR WATER METER LICENSE AGREEMENT
COMMERCIAL APPLICATION NUMBER _____**

Per your request for inside water meter, a License Agreement (Inside Water Meter License Agreement) is required and it will be prepared by the City of Havre de Grace for the property owner to sign. Once the agreement is signed and returned to the City, it will be fully executed by the City of Havre de Grace.

This License Agreement is necessary for the appropriate City personnel to enter the premises where the equipment (water meters, back flow preventers, drain valves, etc.) are located, for the purpose of installing, reading, testing, and repairing or replacing water meters, back flow preventers, drain valves, etc. The License Agreement also provides the City with a twenty-four (24) hour, seven (7) days a week contact person for access to the areas where the equipment is located in case of a water pipe break or major leak etc. in cases where City personnel or first responders will need to shut-off the water supply and/or repair, maintain and test the equipment.

To prepare the License Agreement, the City must have certain information about the property. Please complete this form, supplying the required information, and return it with the property SDAT information sheet and a copy of the Deed for the property in order to establish proof of ownership. If the owner is a corporation (or tenant, where applicable), a limited liability company or a partnership of any kind, please furnish a copy of the SDAT information sheet for your business and a copy of your lease or Operating Agreement, or other appropriate documentation to establish that the business entity exists and to document that the person signing the License Agreement has the authority to execute a contract on behalf of the entity. Please forward all required documents to:

New Connection Services
Department of Public Works
711 Pennington Avenue
Havre de Grace, Maryland 21078

It is important that this information be submitted as soon as possible so the Inside Water Meter License Agreement can be prepared. Until the Agreement is completed and signed by the owner, the work done under your commercial application cannot be accepted.

If you have any questions concerning the Agreement, please contact me at 410-939-1800. Thank you.

Colleen Critzer
New Connection Services

**ALL APPLICABLE INFORMATION MUST BE COMPLETED IN FULL OR THE
FORM WILL BE RETURNED.**

Location of Commercial Water Meter: (property to be serviced by the water meter)

Address: _____

_____ Zip Code: _____

Harford County Property Account No.: _____

Tax Map: _____ Parcel: _____ Lot # _____

Deed Reference: Liber _____ folio _____ (please provide a copy)

Plat Reference: Liber _____ folio _____ (please provide a copy)

Emergency Contact Person - for access to equipment, this information must be provided.

Name: _____

Title: _____

Address: _____

_____ Zip Code: _____

Daytime Phone # ____ - ____ - ____ Evening Phone # ____ - ____ - ____

Property Owner: Name: _____

Address: _____

_____ State _____ Zip Code _____

SDAT Account No: _____

Authorized Person's Name: _____ (Print)

Authorized Person's Signature: _____

Title of Authorized Person: _____ (Print)

Daytime Phone # ____ - ____ - ____ Evening Phone # ____ - ____ - ____

Tenant Name: _____

Address: _____

_____ State _____ Zip Code

Emergency Contact Person: _____ (Print)

Daytime Phone # ____ - ____ - ____ Evening Phone # ____ - ____ - ____

If property is currently under a sales agreement, please complete the following, in addition.

Name and Address of Purchaser: _____

_____ State _____ Zip

Contact Person: _____ (Print)

Represents whom: Buyer/Seller: _____

Daytime Phone # ____ - ____ - ____ Evening Phone # ____ - ____ - ____

Settlement Date: _____